



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

FOOD SERVICE SUPERVISOR I

Permanent Full Time

\$2473 - \$3005 Monthly

Final Filing Date: October 7, 2011

“THOSE WHO HAVE APPLIED, NEED NOT RE-APPLY”

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list; transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA /SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS /SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS, WHICH INDICATE SROA/SURPLUS STATUS, WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at: www.calvet.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at: www.spb.ca.gov.

HONORABLY DISCHARGED WHO MEET THE REQUIREMENTS LISTED ABOVE, ARE ENCOURAGED TO APPLY.

Duties and Responsibilities: (Under the supervision of the Food Manager)

- Prepare employee work schedules two weeks in advance and submit to supervisor for review. Assign workstations on a weekly rotating basis. Prepare orientation checklist for new employees and review list of rules, policies, and procedures. Schedule new and old employees to attend orientation and extended training classes. Provide and supervise on-the-job training. Operate dishwashing machines, coffee makers, garbage disposal, steam cleaners, and tray line equipment. Maintain uniform handling practices and standards of safety and sanitation in assigned areas. Make rounds to various workstations and coordinate information with Food Service Worker II.

Duties and Responsibilities (Con't):

- Supervise set up of meals to make sure they are started on time for all three meals. Supervise the serving and portion control of food. Conduct 10-15 minute debriefing of employees prior to start of tray line to pass on last minute instructions/menu changes/substitutions and workstation assignments. Check food orders for accuracy, record food temperatures and taste food. Call kitchen immediately for any missing or unacceptable items for serving. Record in "Daily Meal Order Sheet" any favorable or unfavorable comments about food. Keep records of food acceptance and plate wastage. Prepare a "Quality Assurance Report" of any problems identified and recommend corrective action. Coordinate with appropriate supervisor/dietitian for solution and submit daily to Director of Dietetics. Order and receive new supplies.
- Instruct employees to store perishable food items immediately and rotate supplies; outdated food items must not be served. Instruct and supervise employees to label, date and cover cooked foods prior to storage. Supervise enforcement of prescribed rules, regulations, policies, and procedures. Conduct employee discipline.

How To Apply:

Visit the State Personnel Board (SPB) website at: www.spb.ca.gov, to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 700 Naples Court, Chula Vista, CA 91911 Attn: Lou Dumas – M80 # CV 040 (10/11)**. All State applications must be postmarked no later than the final filing date.

Note: in Exception Line on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment or Reinstatement, "Training and Development." Failure to do so could result in being rejected from the interview process.

Questions:

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Lou Dumas, Human Resources Office, at (619) 482-6026**.

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.

575-222-2258-001

RELEASED: 9.27.11